

# ARTISTIC BICYCLE RACK PERMIT

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## I. Definition

The City of Los Altos Public Works Department issues permits for artistic bicycle racks Citywide, within the public right-of-way. All applications for artistic bicycle racks must be approved by the Public Works Director, or his/her designee. Application packets include:

1. Encroachment Application Form
2. A site plan showing a north arrow, private property line, street names, sidewalk configuration and dimensions, pertinent street furniture and features, on-street parking adjacent to the proposed rack, an exact location of the proposed rack, orientation on site and rack type/design.
3. Name and address of the business or organization requesting the rack.
4. Contact name and phone number.
5. Approval from the merchant and property owner directly fronting the proposed rack

Art racks are non-standard bicycle racks that are owned and maintained by the permittee. A one-time fee will be charged for the revocable permit.

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## II. Administrative Rule

All public sidewalks must have a minimum clear passage for pedestrians. A five (5) foot unobstructed sidewalk is required on all city streets. The rack should be aligned with existing street furniture, tree wells, etc., so as not to block the clear path of pedestrian traffic or the doors of vehicles parked at the curb. Exceptions to the required area will be reviewed on a case by case basis.

### **Bicycle Art Rack Permit Requirements**

This is intended to cover standards, requirements and suggestions on designing and installing bicycle parking in the right-of-way for artistic bicycle racks. These guidelines are intended to clarify and not replace existing parking code requirements, or other standards. The City of Los Altos Public Works Department will use its professional expertise, experience, and specific code and other requirements to issue a special permit for installation of a non-standard rack in the public right-of-way. Racks shall not have any advertisement, name of company or any other written message or any graphic element contained in or attached to the bike rack.

### **Bicycle Racks must be designed and installed so that:**

- A bicycle frame may have two points of contact and may be conveniently and securely locked to the bicycle rack using a standard U-shaped shackle lock;
- A bicycle will be reasonably safeguarded from damage;
- Each bicycle parking space is easily accessible without moving another bicycle for access and maneuvering;
- Each bicycle rack is securely anchored; and
- It meets all requirements set forth for Encroachment Permits.

## **Safety**

- All bicycle rack designs must adhere to all Americans with Disabilities Act (ADA) standards for protrusions in the right-of-way including the ability to detect the rack with a cane. To be detected by a cane the protruding or leading edge of the rack shall be 27" or less above the sidewalk surface. Between 27" and 80" above the sidewalk surface, protruding or leading edges should not overhang more than 12;
- The top of the bicycle rack must be a minimum of 36" tall. Except for the bicycle rack supporting brackets, the shortest section of the bicycle rack must be a minimum of 27" tall - enough to be perceived by pedestrians and avoid tripping hazards;
- The space between rack features must be larger than 9" or smaller than 3.5" to avoid children trapping their heads; and
- The design must not include sharp edges.

## **Space**

- There shall be a minimum of 5' on the sidewalk behind or on the side of the parked bicycle to safely maneuver in and out of the rack without moving another bicycle;
- The rack should have a minimum of 2' clearance in length parallel to the curb on either side of the bicycle rack footprint;
- The rack shall be a maximum of 6' in length parallel to the curb and have adequate clearance available for pedestrian access; and
- Bicycle racks cannot be installed adjacent to disabled parking zones.
- Other locations not meeting these guidelines may be permitted upon City of Los Altos approval.

## **Rack Materials:**

- The design may be fabricated of Schedule 40 steel or aluminum pipe with maximum 3" outside diameter, minimum 11-gauge tube, and/or metal plating with a minimum 1/4" thickness;
- Any square or round solid stock should be minimum dimension of 3/8" cold rolled or 1/2" hot rolled;
- The plates should have minimum of 1/8" interior radius and 1/4" exterior radius; and
- The rack should be sandblast finished before final coating with a minimum 3-5 mils thick powdercoating or a hot-dip galvanized finish.
- Other durable materials, such as stainless steel may be approved by the City of Los Altos.

## **Rack Installation May Include:**

### Base Plate Installation

- The base plates should be a minimum of 3/8" thick.
- Bolts should be vandal-resistant.

### In-Ground Installation

- For in-ground mounting, the rack must extend at least 8" below the concrete surface. A minimum 3"-long crossbar should be welded to the pipe to secure mounting.

### **Liability and Maintenance**

- The property owner or permittee will own and is responsible for any and all liability and maintenance associated with the bicycle rack.

### **Revocable Permit**

- The Public Works Director grants a revocable permit to install a bicycle rack in the right-of-way. This permit is revocable and establishes maintenance and liability to the adjacent property owner or permittee with liability insurance on file with the Public Works Department. The Public Works Director, or his/her designee, may revoke the permit at any time in the event the public's need requires it, or the permittee fails to comply with the conditions of the permit. There is a permit and recording fee for revocable permits (see current fee schedule).

### **Sidewalk Conditions**

- To obtain a permit to install an artistic bicycle rack, the Public Works Department will inspect the right-of-way adjacent to the property to be sure it is up to City Standards. If it is not up to City Standards, the property owner will be responsible for bring it up to City Standards.

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## **III. Approval and Installation Procedures**

This section is intended to provide an explanation of the process for requesting a permit to install an artistic bicycle rack.

1. Contact the Public Works Department. Have the following information ready: Proposed location and how many bikes the rack will accommodate.
2. Receive written approval from the merchant and property owner directly fronting the proposed rack. The property owner will ultimately be liable for the rack.
3. Prepare rack design, including a color drawing of the rack. See above for specific design requirements.
4. Prepare site plan. See above for specific site requirements. The location must be consistent with all applicable City plans and guidelines. The site plan shall be drawn at a scale of 1 inch = 20 feet.
5. Submit application, rack design and site plan to Public Works Department for approval. The Public Works Director, or his/her designee, will approve or deny the application. The artistic design of the rack may be referred to the Public Arts Commission for review, at the discretion of the Public Work Director, or his/her designee. The placement or

appropriateness of the location of the rack may be referred to the Bicycle and Pedestrian Advisory Commission for review, at the discretion of the Public Work Director, or his/her designee. Please note, an artistic bicycle rack permit will not be issued “over the counter.”

Once approved, the permittee shall be responsible for installation, maintenance, repair and removal of the rack.